

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – December 17, 2018

Notice of Meeting

The New Jersey Public Meetings Law was enacted to insure the right of the public to have advance notice of, and to attend the meetings of, public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Knowlton Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted with The Express-Times and The Star Ledger and distributed to the Knowlton Township Elementary School, the Delaware Post Office, and the Knowlton Township Municipal Building.

Call to Order

Mrs. Smith called the meeting to order at 7:02 p.m.

Flag Salute

Mrs. Smith invited everyone to join her in the flag salute.

Roll Call

Present: Mr. Don Biery, Mrs. Joann McCormack, Mrs. Rhonda Moritz, Mrs. Kate McGuinness (7:04 p.m.), & Mrs. Tammy Smith.

Absent: Mrs. Dawn Bates & Mrs. Dawn Sullivan.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Dana Carroll, Vice Principal, Parents, & Public.

Mission Statement

We are committed to provide an engaging, comprehensive education aligned with the New Jersey Student Learning Standards in a healthy, safe and nurturing environment in which all students are encouraged to be critical thinkers and self-advocates. Instilling a passion for learning will inspire and guide students to become responsible and compassionate citizens in a constantly changing world. Students have the opportunity to achieve their maximum academic potential both here and in their future education while developing confidence, competence, and character.

Public Participation

None.

Correspondence

Mr. Brennan read a supply reimbursement thank you note from Mrs. Davalos to the Knowlton Township BOE.

Superintendent's Report

Mrs. DeFalco gave the following report:

* On December 5th North Warren hosted a Language Arts Articulation meeting for all cluster schools. Misty Baker and Jenna Maxman attended for Knowlton. Some of the items that were put on the table were:

ELA common assessment tool

Tool to collect multiple measures of student achievement

Reading material list/process for communicating list to all schools

* Our Winter Concert will be held tomorrow evening here at Knowlton Township Elementary. The grades participating are: K, 3, 5, 6 and Advanced Band

* The PTA is organizing a holiday breakfast for the staff and will hold it on Wednesday morning before school in the library.

* Our Educator of the Year committee met and reviewed the nominations utilizing the scoring tool provided by the New Jersey Department of Education. The committee included teachers, a board member, administration and a parent. The 2018-2019 Educator of the Year is Allison Bickhardt and the 2018-2019 Educational Services Professional is Christina Ippolito. Both will be invited to the January meeting to receive certificates and recognition. Congratulations!

* Our Mid-Year Budget Review will take place on January 17th.

* On December 3rd, I attended two trainings:

1- Using Schools as a Shelter

2- Gang Awareness Training

* On December 5th Jason Hansiak, presented training on Therapeutic Holding Techniques and behavior management to 11 staff members. He will be returning this Wednesday to train 11 additional staff members.

* On December 10th, I participated in a conference call with Congressman, Josh Gottheimer, superintendents from the Fifth Congressional District and representatives from the Federal Bureau of Investigations, Department of Homeland Security and the Anti-Defamation League to discuss steps schools can take to educate our students, respond to incidents and help put a stop to the rise in hate crimes.

* On December 10th Kathleen Helewa, Field Service Representative from NJSBA, provided a new board member overview to our incoming board members as well as two currently seated board members as a refresher. Those attending were Jeannine, Dawn B., Joann, Matt and Ali.

* On December 11th, Charlene Harer, KTES teacher representative to Municipal Alliance, was presented with an Award of Recognition for Knowlton for our collaboration and dedication in making Warren County a safe and healthy community.

***Sustainability Update:**

Application submitted for a grant through SJ4S funded through NJEA. Grant recipients notified by February.

Plan to apply for the 2019 SJ4S funded by PSEG—green team will determine focus once we are alerted to our standing on the 2018 grant.

Currently investigating incorporating a Green Fair for the Spring. Looking to coordinate with book fair, art fair and fit fair to run simultaneously.

Outdoor Air Quality Awareness bulletin board moved to West Wing hall. Hoping to organize student helpers to assist with reading the daily air quality and displaying the corresponding flag.

Vice Principal's Report

None.

Board Secretary's Report

Mr. Brennan gave the following report:

* Regarding Erate reimbursement, we completed FY 2019 Form 470 & FY 2019 Client Furnished Information form.

* We submitted our school breakfast improvement plan to the State of New Jersey.

* Medical waiver payments and rebates were dispersed on December 14th. Projected annual medical waiver payments of \$75,798 (13 FTEs) compare to prior year medical waiver payments of \$81,892 (11 FTEs) resulting in a Y-O-Y decrease of \$6,094.

Medical rebate amount was dispersed per the KTEA contract.

* We completed our ASSA submission for the 18-19 SY. Our enrollment for submission was 174 students down slightly from 184 students a decrease of 5.4%.

Facilities:

* LED project is set to begin on December 27th, 2018 with an installation concentration on the classrooms and the gymnasium.

Knowlton Knight Presentations – Mrs. Dana Carroll

Mrs. Carroll presented citizenship awards to Jacob Burham (present) & Baxter Foti (not present). Baxter will receive his certificate at the January 28th BOE meeting. Congratulations to Baxter & Jacob. Great job!

MOTIONS

1. Approval of 2018-2019 Substitutes

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the following individuals as substitute teachers for the 2018-2019 school year pending completion of required paperwork:

Nancy Learn, Jennifer Baker, Heather Podmayerski, and Anna Blanchette

2. Joint Transportation Agreement

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the 2018-2019 Joint Transportation Agreement with host district North Warren Regional and joiner district Knowlton Township/Knowlton Elementary for non public student transportation.

3. Approve Field Trip Contracts

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the following 2018-19 field trip contract:

Q-FT-07 with B&K Dalrymple – Turtle Back Zoo (K)

4. Approve Travel Expenditures

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve the attached travel expenditures for the 2018-19 school year as required by N.J.S.A.18A:11-12.

5. Approve Budget Line Transfers

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the attached 2018-2019 budget line transfers from November 27, 2018 to December 17, 2018 totaling \$8,500.00 for Fund 11.

6. Approve Bills

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$417,327.96 and Cafeteria bill list \$4,222.10.

Monthly Certification

Pursuant to N.J.A.C. 6A:23-2.11(c)3, I certify that no budgetary line item account has been overexpended in violation of N.J.A.C. 6A:23-2.11(a) as of November 30, 2018 (Policy 6820).

Board Secretary

Date

7. Accept Report of the Secretary and Report of the Treasurer

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to accept the monthly A-148 Secretary's Report for the month ended November 30, 2018 and the A-149 Treasurer's of School Monies Report for the month ended November 30, 2018 in compliance with the NJAC 6A:23A-16.10(c). The Board of Education, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the

appropriate district officials, certifies that no major account or fund has been overexpended in violation of NJAC 6A:23A-16.10(c).

8. Approve Minutes

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously to approve the Regular Minutes of November 26, 2018.

AYES: 4

NOES: 0

ABST: 1 (Mrs. McGuinness)

Motion carried.

Old Business

None.

New Business

A discussion was held regarding the NWR consolidation discussion that took place at the high school.

Upcoming Meetings

January 3, 2019: Reorganization Meeting, 7pm

Adjournment

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to adjourn the meeting at 7:57 p.m.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: